

**Appointment Type:** Permanent  
**Working Time:** Full Time  
**Reference Code:** NB00021033i  
**Opening Date:** 03/18/2010  
**Closing Date:** 04/01/2010

## **Grounds & Nursery Service Specialist 4**

**\$2,513 - \$3,254 Monthly (Range 37)**

### **Agency Information**

Department of Corrections

Location: Coyote Ridge Corrections Center, Connell, Washington.

This recruitment will be used to fill 1 vacancy at Coyote Ridge Corrections Center.

#### **Agency Profile:**

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State.

The agency mission is, "to improve public safety."

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Administrative Services Division, Medical Services Department, Communications Department, and Risk Management Department. The Department employs over 8,000 staff and has a biennial budget of approximately \$1.5 billion.

For additional information about the Department of Corrections, please visit [www.doc.wa.gov](http://www.doc.wa.gov).

### **Duties**

Performs and leads others in planting, transplanting, mowing, pruning fertilizing, and irrigating lawns, gardens, shrubs, and trees.

Coordinates, plans and prepares special landscaping projects.

Determines anticipated annual plant and seed consumption for cut flower arrangements, wreaths, potted plant issues, flower beds, gardens, lawns, and shrubs; estimates costs for plants, seeds, soil conditioners, insect sprays, fungicides, equipment, and man hours.

Formulates and submits for administrative approval annual operating plans for large program, of grounds maintenance, gardening, and greenhouse operation.

Supervises number of inmates, gives technical gardening and floricultural assistance; evaluates work of inmates.

Submits requests for supplies, equipment and help needed.

Maintains adherence to safety policies and procedures.

Operates power and motorized equipment such as blowers, light tractors, lawn mowers, gang mowers, lawn edgers, small trucks, back pack blowers, lawn vacuums, and snow blowers.

Maintains pavements; maintains parking lots and roads.

## Qualifications

Positions typically require two to three years of experience in gardening, plant care, landscape construction and grounds maintenance.

A college degree involving major study in agronomy, botany, horticulture, soils or closely allied field may be substituted for gardening experience.

Pre-employment process may include drug testing.

## Special Notes

All Department of Corrections' employees are fingerprinted for a criminal history background check.

Employees work with offenders in a potentially hazardous setting. Please consider this when deciding whether to apply.

Tuberculosis is a priority health issue for Department of Corrections' employees. Periodic skin tests are required for all health care providers and those who transport known/suspected Tuberculosis patients. Testing is voluntary for all other employees. When positive tests result, further testing and treatment may also be required. Employment is not contingent upon test results.

All DOC facilities are smoke and/or tobacco free.

## Other Information

Department of Corrections Core Competencies for All Employees:

Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, and Ethics and Integrity.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment call Cindy Smith at (509) 543-5881.

## How to Apply

**For job seekers who are not permanent state of Washington employees:**

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.
3. Click on Apply Directly under the heading **My Job Search and Applications**.
4. In the reference code field, enter NB00021033\* and click on Start Search.

5. Click on the link, Grounds & Nursery Service Specialist 4, Connell, WA under the **Job Posting** column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume through the **Attachments** tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter** tab.
9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.
10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

#### **Help is available**

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail [Information@dop.wa.gov](mailto:Information@dop.wa.gov).